

**OFFICE OF CHIEF MEDICAL EXAMINER
INTERNSHIP OPPORTUNITY**

Office Title: Intern

Salary: N/A (Unpaid Internship)

Division/Work Unit: Forensic Science Training Program (FSTP)

Work Location: 421 East 26 Street, NYC

Hours/Shift: Various

JOB DESCRIPTION

The New York City's Office of Chief Medical Examiner (OCME) has established a Forensic Sciences Training Program (FSTP) that is funded by the National Institute of Justice. This program provides practitioner-oriented courses in forensic death investigation. Courses are offered at least six (6) times per year. The selected intern will have the opportunity to learn forensic investigation techniques in the areas of Forensic Biology (DNA testing), anthropology, pathology, and more. This is a perfect opportunity for someone considering a career within the forensics field.

As an Intern within the FSTP program, s/he will perform administrative functions including, but not limited to, the following:

- Helps assess applicant eligibility and process applications for admissions into the scheduled training programs.
 - Assists in the preparation of applications for review by the admissions committee and contacts all applicants with final decisions.
 - Assists Administrative Coordinator and other faculty in organizing training modules for each course.
 - Helps coordinate travel, accommodation and training session requirements/logistics for participants.
 - Responds to general inquiries regarding the Forensic Science Training Program.
 - Assists in the collation and scoring of exams.
 - Assists with troubleshooting on behalf of participants.
 - Assists in ordering supplies for the program.
 - Other duties as assigned.
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PREFERRED SKILLS

- Excellent written and oral communication skills.
 - Ability to perform multiple tasks with minimal supervision.
 - Excellent analytical, organizational, and interpersonal skills.
 - Familiarity with Excel spreadsheets, PowerPoint, SharePoint, Outlook, and Microsoft Word.
 - Familiarity with image/document scanning and converting pictures into JPEG format.
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TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

Recruiter1
Human Resources
The Office of Chief Medical Examiner
421 East 26 Street – Mailbox #10-52
New York, NY 10016

Resumes may be emailed in a WORD format to Recruiter1@ocme.nyc.gov.
Position must be clearly indicated in subject line.

NO PHONE CALLS

POST DATE: POST UNTIL FILLED

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The Official NYC Web Site: www.nyc.gov